

Artist Collaboration Grant

Purpose

The Artist Collaboration grant is designed to expand the horizon and artistic base of South Dakota artists by encouraging artistic collaboration between artists. Funds from this grant will provide financial support to two South Dakota artists or to a South Dakota artist and an out-of-state artist for a collaboration that will advance their work and careers. A secondary provision is the benefit to each state as a result of the collaboration. This category provides funds that may assist in the ability to produce new work, to create an artistic collaboration, or to reach new audiences, but is not limited to these examples. A collaboration may partner two artists each working in the same discipline, or two artists working in different disciplines.

The funding category is designed to:

- Support and expand the creative achievement of South Dakota artists.
- Assist South Dakota artists in continued development of their careers in the arts.
- Support a collaboration between two artists that will result in benefits to South Dakota and may result in benefits to another state.

The category is highly competitive. Generally, only one grant will be awarded each year.

Eligible

South Dakota applicants must be residents of the state for at least two years immediately preceding the application. The out-of-state collaborator may be a resident of any state in the U.S. Artists in any discipline may apply. Artists may apply for only one of the following grants per fiscal year: Artist Collaboration Grant, Artist Grant, or Traditional Arts Apprenticeship Grant.

Ineligible

- Recipients of a \$3,000 Artist Grant or a \$6,000 Artist Collaboration Grant are not eligible to receive either grant for three consecutive fiscal years. For example, an artist awarded either grant in FY 2008 is ineligible to receive another grant in the two categories for fiscal years 2009, 2010 and 2011. However, the artist could apply March 1, 2011 for an FY 2012 grant (July 1, 2011 to June 30, 2012) in either category. Traditional Arts Apprenticeship Grant recipients may apply for an Artist Collaboration Grant or Artist Grant in subsequent years.
- Funding will not be granted for academic research or formal study toward an academic or professional degree.
- Students pursuing high school diplomas, graduate or undergraduate degrees are not eligible.
- South Dakota Arts Council board members, staff, and grant review panelists are not eligible to apply for an Artist Collaboration grant.

Deadline

All materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amount

Artist Collaboration grants will be awarded on a non-matching funds basis. Depending upon the scope of the project, the grant amount may be up to \$6,000, with payments going to the two artists, per State of South Dakota Request for Payment forms. Grant funds may be used for supplies, travel, artists' time, etc.

Criteria for Awarding Grants

In reviewing applications, panelists consider the following:

- Quality of the artists' work considered jointly and as demonstrated by artistic documentation submitted.

Note: Artistic quality accounts for 50% of applicant's total score and plays a critical role in panel ratings and funding recommendations. Artistic quality is determined only by the quality of the submitted documentation.

- The record of professional activity and achievement of both artists as reflected in the application, resume and supporting documentation.
- Complete description of the collaboration project.
- How the collaboration will contribute to the South Dakota artist's professional growth, and why support is important at this time to the development of the applicant's artistic career.
- How the collaboration contributes to the overall quality of the arts in the applicant's region and benefits South Dakota and, when appropriate, the out-of-state artist's state.

Application Procedure

Applicants must submit the following materials:

1. **Application Form.** Pages 37-47 with original signatures on the first page (Section I).
INCLUDE ALSO:
 - Section II: Collaboration Narrative. Page 2 of the application form. A complete description of the collaboration, process, goals, etc. Up to two single-side additional pages may be added to this section.
 - Section III: Individual Contributions. Page 3 of the application form. A description of each artist's contribution to the project. Applicants may (as needed) add one single-side page to this section.
 - Section IV: Collaboration Schedule & Budget. Page 4 of the application form.
 - Before completing the application form read the Glossary on pages 12-13, the Grant Application codes, pages 14-17; and the guidelines pages 35 and 36.
 - A summary of the proposed collaboration must be included on the first page. Use only the space provided.
2. **Resumes.** Each artist's current resume no longer than five single-side pages. Add the page(s) to the application form.
3. **Artistic Documentation Forms.** Section V, Pages 5 and 6 of the application form. Each list must correspond with the actual documentation submitted.
4. **Supporting Print Materials.** Up to five single-side pages of supporting print materials may be submitted; i.e. published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc. Add the page(s) to the application.
5. **Artistic Documentation.** Examples of each artist's work via manuscripts, CD, VHS, DVD or audio cassette. See pages 8-11 for a list of documentation requirements.
6. **Return Mailer.** A self-addressed mailer with postage for return of Artistic Documentation. Applicants may also pick up the materials at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due 30 days after the end of the fiscal year. The narrative should give a brief description of work accomplished with grant funds during the grant period and a statement indicating the impact of the grant on the South Dakota artist's career development and on the overall contribution to the arts in South Dakota.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Artist Collaboration Grant Application

Read pages 35-36 for grant guidelines and follow the steps listed under Application Procedure.

SECTION I: If one of the artists is from a state other than South Dakota, the in-state artist is designated Artist #1 and the out-of-state artist is designated Artist #2.

Name of Artist #1 (Please type or print) _____ TIN or Social Security Number _____

Mailing Address _____ City/State/Zip _____ Daytime Phone _____

Evening or Message Phone _____ E-Mail Address _____ Website _____

Name of Artist #2 (Please type or print) _____ TIN or Social Security Number _____

Mailing Address _____ City/State/Zip _____ Daytime Phone _____

Evening or Message Phone _____ E-Mail Address _____ Website _____

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Project Period: _____ Grant Amount requested: _____
Start Date _____
End Date _____ Total project cost: _____
Date(s) of Project Event(s) _____
Number of Artists Participating _____

Artist Collaboration Project Summary

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artists certify that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Signature of Artist #1 _____ Date _____

Signature of Artist #2 _____ Date _____

SECTION II: Description of proposed collaboration.

In a narrative of up to **three** single-sided pages, please describe (a) the collaborative project, (b) the process by which you plan to create this artistic collaboration, (c) what you expect to accomplish during this collaboration, (d) the shared common threads of your discipline(s), including your skills and values, that will contribute to a successful collaboration, and (e) how each state, especially South Dakota, benefits as a result of this collaboration. Specifically, **the narrative needs to address the benefits to South Dakota audiences, e.g. exhibition sites should be determined for visual artists, publication or reading tours should be set for authors, performance sites should be determined for performing arts, etc.** (You may use two extra single-side sheets if the provided space is not adequate.)

SECTION III: Description of each artist's contribution to the collaboration.

(Please type or print your narration. You may use one extra sheet if the provided space is not enough. Please indicate which question you are answering.)

1. Describe Artist #1's art form and expertise within the discipline selected for this collaboration.
2. Describe Artist #2's art form and expertise within the discipline selected for this collaboration.
3. Explain why you have selected one another for this proposed collaboration.
4. What experience have you had in working closely with another artist?

SECTION IV: Collaboration Schedule and Budget

Describe your schedule for collaboration:

Number of personal contacts _____

How will personal contacts take place (e.g. face-to-face meetings, Internet, telephone calls, etc.)? _____

BUDGET**A. Fees:**

Artist #1 Fee _____

Artist #2 Fee _____

Total Artists Fees _____ (A)**B. Project Materials & Equipment:** (list each item and its cost):

(If you need more space to provide the proper detail, please use a separate sheet.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total All Materials & Equipment _____ (B)**C. Mileage:** Figure the number of miles to be traveled by both artists and multiply it by .32 per mile.

(Explain) _____

Total Miles _____ **x .32 per mile** _____ (C)**D. Other Travel:** (costs such as lodging, meals, airfare, etc.)

(Explain) _____

Total for Other Travel _____ (D)**E. Total Project Cost:** (Total of amounts on Lines A through D) _____ (E)**F. Total Grant Request:** (Total A through D), not to exceed \$6000 _____ (F)

SECTION V: ARTISTIC DOCUMENTATION FORM (Artist #1)

Support Materials: Artistic documentation of Artist #1's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

SECTION V: ARTISTIC DOCUMENTATION FORM (Artist #2)

Support Materials: Artistic documentation of Artist #2's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

Individual [01]	Government-Regional [06]
Organization-Nonprofit [02]	Government-County [07]
Organization-Profit [03]	Government-Municipal [08]
Government-Federal [04]	Government-Tribal [09]
Government-State [05]	None of the Above [99]

Applicant Institution

Performing Groups

Performing Group [03]
Performing Group –
College/University [04]
Performing Group – Community [05]
Performing Group – Youth [06]

Venues/Presenters

Cultural Series Organization [47]
Performance Facility [07]
Art Museum [08]
Other Museum [09]
Fair/Festival [14]
Gallery/Exhibit Space [10]
Arts Center [15]
Cinema [11]

Councils/Service Groups

Arts Council/Agency [16]
Historical Society [28]
Humanities Council [29]
Arts Service Organization [17]
Union/Professional Association [18]

Media

Independent Press [12]
Literary Magazine [13]
Media – Periodical [42]
Media – Daily Newspaper [43]
Media – Weekly Newspaper [44]
Media – Radio [45]
Media – TV [46]

Education Institutions

School of the Arts [48]
Arts Camp/Institute [49]
School District [19]
Parent-Teacher Organization [20]
Elementary School [21]
Middle School [22]
Secondary School [23]
Vocational/Technical School [24]
College/University [26]
Other School [25]

Community/State Organizations

Library [27]
Parks and Recreations [37]
Social Service Organization [50]
Community Service Organization [32]
Religious Organization [35]
Child Care Provider [51]
Seniors' Center [36]
Correctional Institution [33]
Health Care Facility [34]
Foundation [30]
Corporation [31]

Individuals

Individual Artist [01]
Individual Non-Artist [02]

Government

Government – Executive [38]
Government – Judicial [39]
Government – Legislative/House [40]
Government – Legislative/Senate [41]

Other

None of the above [99]

**Applicant Discipline
Project Discipline**

Crafts [07]

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

Dance [01]

- A Ballet
- B Ethnic/Jazz
- C Modern

Design Arts [06]

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

Folklife/Traditional Arts [12]

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

Media Arts [09]

- A Film
- B Audio
- C Video
- D Technology/Experimental

Multidisciplinary [14]

Music [02]

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

Opera/Musical Theater [03]

- A Opera
- B Musical Theater

Photography [08]

Theater [04]

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

Visual Arts [05]

- A Experimental
- B Graphics
- C Painting
- D Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation

Concert/Performance/Reading [05]
Exhibition [06]
Fair/Festival [08]

Production

Award/Fellowship [03]
Artwork Creation [04]

Organizational Support

Operating Support [11]
Organization Establishment [10]
Professional Support –
Administrative [14]
Professional Support – Artistic [15]
Stabilization/Endowment/
Challenge [32]

Teaching/Learning

Apprenticeship [25]
School Residency [20]
Other Residency [21]
Arts Instruction [12]
Curriculum Development/
Implementation [31]
Student Assessment [30]
Seminar/Conference [22]
Technical Assistance [34]
Professional Development/
Training [29]

Distribution

Distribution of Art [24]
Publication [17]
Web Site/Internet Development [35]
Broadcasting [36]

Other

Regranting [26]
Audience Services [02]
Research/Planning [19]
Marketing [13]
Building Public Awareness [33]
Identification/Documentation [09]
Recording/Filming/Taping [16]
Repair/Restoration/Conservation [18]
Equipment Acquisition [23]
Translation [27]
Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

Accessibility [A]
International [I]
Presenting/Touring [P]
Technology [T]
Youth at Risk [Y]

Grantee Race**For INDIVIDUALS only**
(Indicate all that apply)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Artist Documentation

Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance

Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

Composition

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Visual Arts

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

Digital images must be:

1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Slides should be:

1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

